



EASTERN CAPE PROVINCIAL TREASURY

2X SENIOR SOFTWARE DEVELOPERS: ICT (1 Year Contract) (2 POSTS)

Salary Notch: R376 596 (Level 09)

(PT. 01 /08/2020) Bhisho

Purpose: To facilitate the provision of programming support services to Information Communications Technology in terms of designing, developing programmes, reports, documentation and instructions for computer operation

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Systems / Computer Science / Information Technology or any related field coupled with Minimum of 3 years' experience in Programming with at least one year in Developing Database Systems.

KPA's: Design and develop programmes: Perform system analysis and program development on assigned projects. Determine data needs, appropriate hardware and software, and operating instruction procedure. Consolidate documentation of program development and revisions. Design and implement application programs from approved functional and technical specifications. Accurately gather all relevant information from current existing systems in order to inform integration of overall systems. **Database Maintenance:** Conduct feasibility studies concerning database requirements and creation. Set up and create database for the department as required. Advises standards pertaining to the Data Base and Data Base Control and Recovery Concepts. Sets up generalization techniques for information retrieval and a library of retrieval programs which are of recurrent usage. Documentation of instructions for databases (ERD). Render support services to users: Consult with and provide assistance, information, and training for administrator system users. Provision of reports as per user requirements. Documentation of instructions for computer operation. Application testing and quality assurance: Review of software requirements, preparation of test plans and the execution of tests, in collaboration with the end-user. Prepare and ensure unit tests work correctly. Set-up and manage continuous data integration.

ASSISTANT DIRECTOR: RISK MANAGEMENT

Salary Notch: R376 596 (Level 09)

(PT. 02 /08/2020) Bhisho

Purpose: To facilitate the provisioning of Risk Management Services in the department.

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Commerce/ Financial Management/ Public Finance/ Risk Management coupled with 3 years' experience in Risk Management environment at an officer level (Level 7 or higher).

KPA's: **Facilitate the development of the departmental risk management strategy:** Obtain inputs from stakeholders. Assist in researching best-practice for review and inclusion in the Risk Management Framework. Assist in communicating the approved departmental strategy / framework. **Conduct continuous organisational risk assessment, identify risks and develop strategies:** Conduct annual risk assessment by means of: risk identification, risk analysis and risk rating. Manage the development of mitigation action plans. Manage the continuous updating of the departmental risk register. Assist in the development of the departmental risk profile. Monitor the implementation of action plans to reduce risk. **Develop and monitor the implementation of Ethics and Anti-corruption Implementation Plan:** Assist in the development of the Ethics and Anti-corruption Implementation plan. Monitor the Ethics and anti-corruption implementation plan. **Facilitate submission of**

accurate and timeous management reports. Communicate the deadlines for the reports and follow-up on outstanding reports. Assess the adequacy of the risk management reviews from the report. **Facilitate the sitting of the risk management committee.** Assisting in the scheduling and administrative arrangements of the risk management committee. Support the committee and management in the duties of the risk management committee. Identify areas of high concern for further discussion in the committee meetings.

Skills and Competencies: Knowledge and application of applicable legislative requirement. Departmental Policies and Procedures. Governance & Risk Management. Risk Management Strategy. Diversity Management, Managing Interpersonal, Conflict and Resolving Problems, Planning and Organising, Problem Solving, Decision Making, Problem Solving Skills, Analytical Thinker, Communication (Verbal & Written). Computer Literacy in MS Word, Excel, PowerPoint and Outlook.

APPLICATION INSTRUCTIONS:

- Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp, Z83 form must be signed by an original signature).
- It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA).
- All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job
- Applicants must quote the relevant reference number.
- If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.
- The Department of Provincial Treasury welcomes people with disabilities.
- All short listed candidates will be required to undergo pre-employment screening.
- All the appointments are subject to security vetting results.

PLEASE NOTE: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.

PLEASE FURTHER NOTE:

FOR ALL POSTS: People with disabilities will be given preference.

Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered.

APPLICATIONS BE FORWARDED TO: applications@ectreasury.gov.za

Enquiries: Ms B. Ndayi 040 1010 072/071

CLOSING DATE: 18 SEPTEMBER 2020